

Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895 (253) 856-5500 FAX: (253) 856-6500

www.ci.kent.wa.us/permitcenter

## **DEVELOPMENT ASSISTANCE BROCHURE #1-4 Utility Permits**

The City of Kent Engineering Department has prepared this brochure to supplement its adopted Construction Standards. The information below may clarify those standards, and offer practical advice on City of Kent procedures. The Director of Public Works has authority to give needed interpretations for Construction Standards, and this document also reflects those interpretations.

The City requires Utility Permits to extend utilities within City of Kent right of way. The City of Kent will not accept a Utility Permit application without a site-specific and project-specific Traffic Control Plan. The timeline for review and approval is approximately three weeks, although thorough, complete applications are normally approved sooner and incomplete applications may be held longer if issues remain unresolved. Please be advised that submittals after 4:00 p.m. may be accepted, but will be processed the following business day.

## **Utility Permit Requirements:**

 The applicant submits their Utility Permit Application directly to the City of Kent Permit Center.

The utility permit application must be accompanied by the following:

- a) One copy of a site-specific and projectspecific Traffic Control Plan prepared in accordance with Development Assistance Brochure #6-5:
- b) One completed and signed copy of a Traffic Control Checklist, and;
- c) Three sets of site plans and construction drawings.

The Permit Center is located on the first floor of the Centennial Building, 400 West Gowe Street. Please note that submittals directly to Engineering will not be accepted. If questions arise with the Traffic Control Plan, a City representative will contact the person who prepared the Traffic Control Plan and explain what is missing, or needs to be corrected. If a Traffic Control Plan resubmittal is required, the changes and corrections must be accompanied by a resubmittal form and must be delivered to the Permit Center by one of the following methods:

- a. By hand at the Permit Center, or
- b. Mailed to the Permit Center, attention: Utility Permit Reviewer. Include the name and telephone number of the contact person who prepared the application.
- 2. The application package and Traffic Control Plan are then immediately routed to a Utility Permit Reviewer for review and approval. For permits involving arterial streets or very complex traffic control, the reviewer may coordinate with the City's Transportation Engineering representative. If any questions occur, the reviewer will telephone the indicated contact person for clarification and/or resubmittal. Any required resubmittals are to be made directly to the Permit Center and addressed to the attention of the Utility Permit Reviewer.
- 3. The approved application package is then sent back to the City's Permit Center for permit issuance. The Permit Center will notify the applicant when the Utility Permit is ready to picked up.

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